



Extraordinary made simple

**SMART Notebook Software Learner Resource**

SMART Notebook Software Version 10  
For Windows® Operating System

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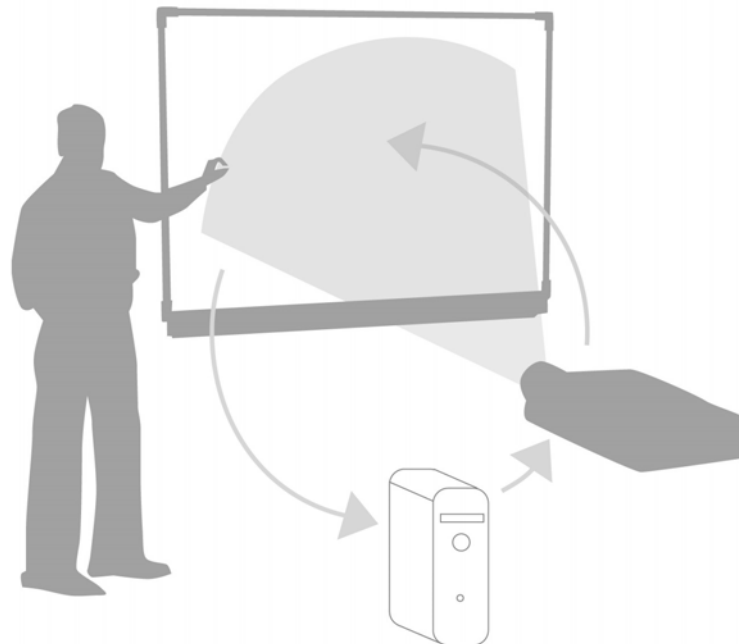


# **SMART Board Interactive Whiteboard Basics**

## **Introduction**

The SMART Board™ interactive whiteboard is a touch sensitive display that you connect to your computer:

- The computer sends an image of an application to the projector
- The projector casts the image onto the interactive whiteboard
- The interactive whiteboard acts as both the monitor and input device, letting you control any application by touching the screen
- Anything you can do on your computer, you can do on the interactive whiteboard





You can use an interactive whiteboard instead of flip charts, whiteboards, overhead projectors and chalkboards:

- Use SMART Notebook software and SMART Board tools to create, save and reuse engaging learning materials
- Integrate audio, video and the Internet into your lessons
- Encourage collaboration and interaction

## Orienting the SMART Board interactive whiteboard

Orienting the SMART Board interactive whiteboard tells the computer where the image is projected on the interactive whiteboard. Complete this process in any of the following situations:

- When you set up the interactive whiteboard
- When you have moved the interactive whiteboard or the projector
- When the interactive whiteboard does not interpret your touch accurately

Action	Method
Orient the SMART Board interactive whiteboard	<div>OR</div>  

## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	Connect your computer to the SMART Board interactive whiteboard
<input type="checkbox"/>	Orient the SMART Board interactive whiteboard




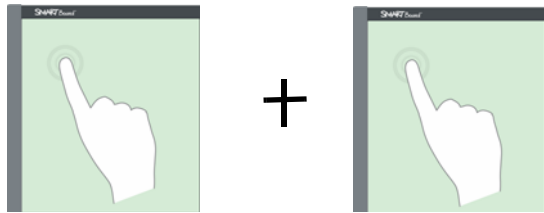

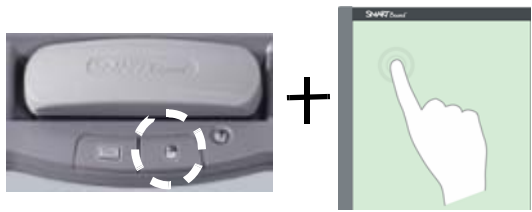

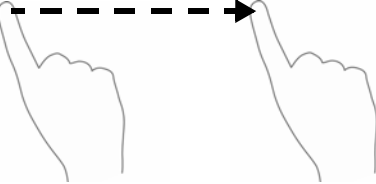
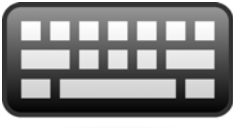

## Touch, write and save

### Introduction

Anything you can do on your computer, you can do on your interactive whiteboard:

- Use your finger as a mouse
- Use the pen tools to write
- Use the Eraser tool to erase your notes
- Use the On-screen Keyboard to type

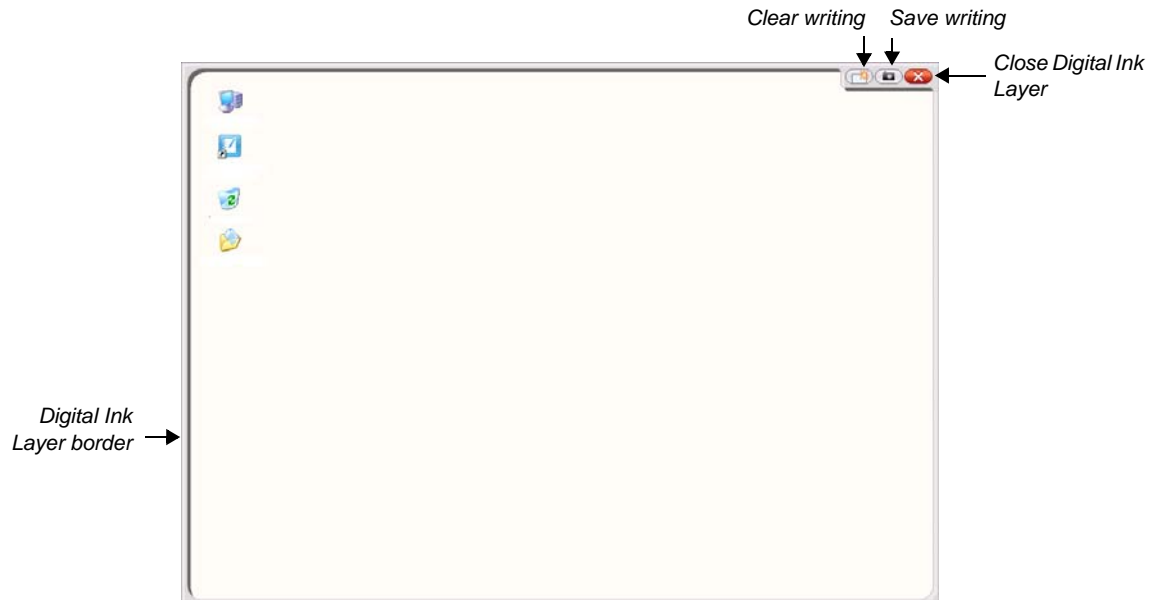
### Using your finger to input information



Action	Method
	
	
	
	
	

## Writing on the interactive whiteboard

When you pick up a pen tool, a border appears around the desktop. This border indicates that the Digital Ink Layer (a fixed image of your desktop) is in place. It lets you write on your interactive whiteboard without affecting the applications that you are displaying.

When you return all pen and eraser tools to the pen tray and touch the interactive whiteboard, a menu appears allowing you to clear or save your notes, and close the Digital Ink Layer.




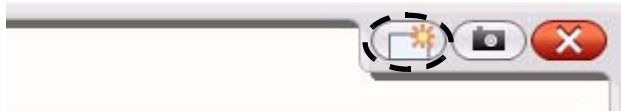


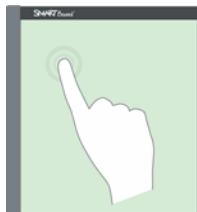

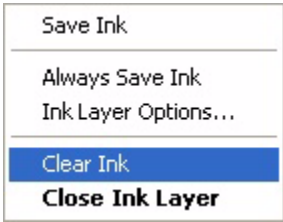


Action	Method
Write	 + 

Consider the following points when you are writing on the interactive whiteboard:





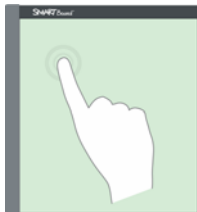

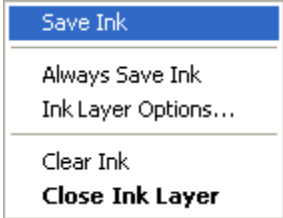
- The SMART Board interactive whiteboard recognizes the last tool that you picked up
- Each pen tool slot has an optical sensor that detects when that pen is not in the pen tray. A light in each tool slot indicates which tool is active.
- The digital ink is the color of the last pen you picked up, regardless of which pen you use or how many tools you have removed from the pen tray
- Once you remove a pen tool from the tray, you can use your finger to write on the interactive whiteboard

## Erasing digital ink

Action	Method
Erase some of your notes	  
Clear all of your notes	     


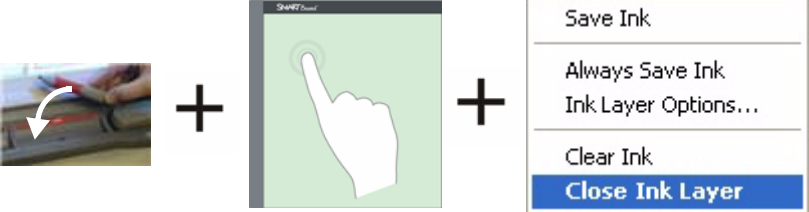
## Saving digital ink

You can save your notes and drawings as a SMART Notebook software file.

Action	Method
	     



## Closing the Digital Ink Layer

Close the Digital Ink Layer when you finish writing on the interactive whiteboard and want to work with an application.

Action	Method
Close the Digital Ink Layer	
	

## Restoring notes

If you accidentally clear your notes by closing the Digital Ink Layer, you can restore them.

Action	Method
Restore Notes	
	



## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	Open your Internet browser using the SMART Board interactive white-board
<input type="checkbox"/>	Use the On-Screen Keyboard to enter the address for a web page in the address bar
<input type="checkbox"/>	Use a Pen Tool to draw over the web page
<input type="checkbox"/>	Capture an image of your drawing into SMART Notebook software
<input type="checkbox"/>	Close the Digital Ink Layer
<input type="checkbox"/>	Restore your drawings



## Ink Aware

### Introduction

You can write and draw directly into Ink Aware files. Insert your writing as text or graphics instead of writing on the Digital Ink Layer.

There are several Ink Aware applications, including Microsoft Office and Open Office.org applications. This document provides information on Microsoft Office applications.

### Points to consider

Ink Aware functions are different in each application. The following points apply to Ink Aware Microsoft Office applications:

- When you pick up the pen tool, the SMART Aware Toolbar appears instead of the Digital Ink Layer

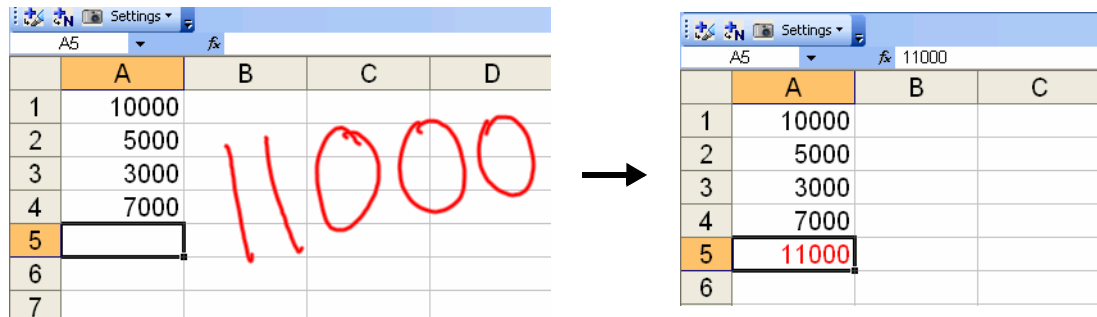
**NOTE:** The SMART Aware Toolbar may appear in other toolbars, or as a floating toolbar. If the SMART Aware Toolbar is not visible, select **View > Toolbars > SMART Aware Toolbar** from the menu.





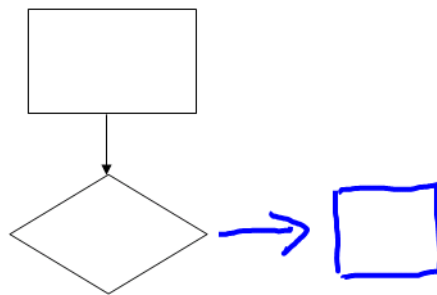
- You can write anywhere on the document
- Touch the interactive whiteboard where you want to insert the writing
- Press a button on the SMART Aware Toolbar to insert writing into the document
- Save your writing in your document or capture it to a SMART Notebook file
- In Microsoft PowerPoint presentation graphics program, the SMART Aware Toolbar appears as a floating toolbar in the normal view, and the slide show toolbar in presentation view. For more information, see Writing over a Microsoft PowerPoint presentation on the following page.

### Inserting writing into a document

Action	Method
Insert writing as text	



Action	Method
Insert writing as a graphic	 +          Touch where you want to insert the graphic         + 



## Writing over a Microsoft PowerPoint presentation

- The SMART Aware toolbar is not visible when you use an interactive whiteboard to present a PowerPoint software file
- Press the **Command Menu** button on the Slide Show toolbar to access the Ink Aware features
- You do not need to insert your notes each time you write. You will be prompted to insert your notes into the document at the end of the presentation



## Saving your writing

- If you used the **Insert as Text** or **Insert as Drawing** buttons as explained above, when you save the file, your writing will save with it
- You can also use the **Capture** tool to save an image of your work into a SMART Notebook file.



## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	At your computer, create a brief two-question quiz using Microsoft Word
<input type="checkbox"/>	At the interactive whiteboard, open the quiz and use a Pen Tool to write the answers to the questions
<input type="checkbox"/>	Insert the answers as text into the document
<input type="checkbox"/>	Save the file including the answers



## Working with SMART Notebook software

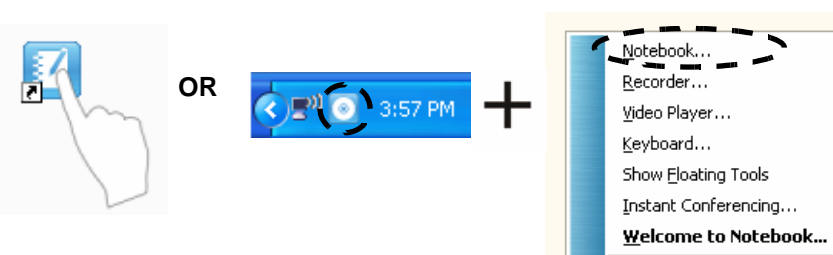
### Introduction

SMART Notebook software is designed to use with a SMART Board interactive whiteboard. You can use it to create interactive and collaborative presentation materials. The intuitive interface makes it easy to use.

SMART Notebook software lets you:

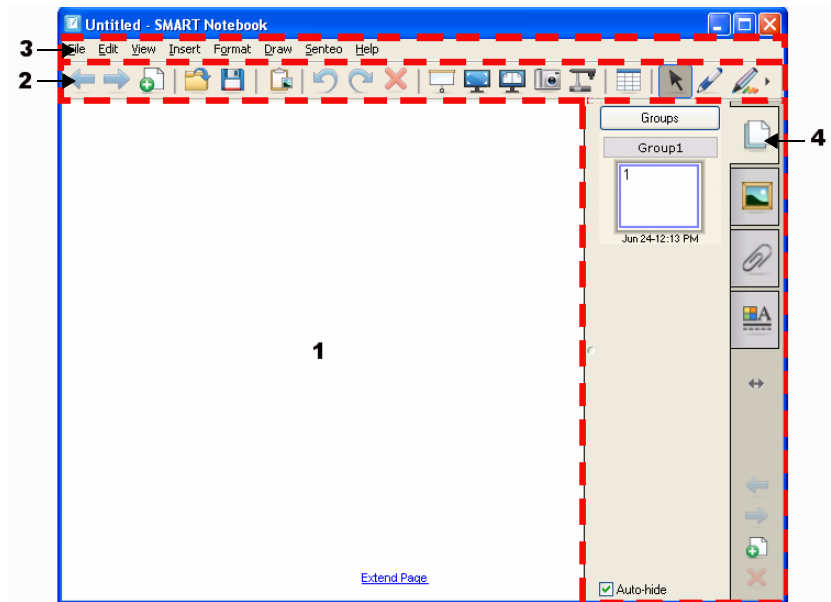
- Draw or write on the pages using the pen and eraser tools from the pen tray or the SMART Notebook software toolbar
- Access thousands of learning objects in the SMART Notebook software Gallery
- Attach documents, shortcuts and hyperlinks to the SMART Notebook file for easy access
- Reorder, copy and delete pages
- Add an unlimited number of pages



### Creating a SMART Notebook file

Action	Method
Open SMART Notebook software	

The SMART Notebook software interface includes four main parts:

- 1 Work area** – lets you work with objects, including handwritten notes, typed text, graphics, clip art and Flash® files
- 2 SMART Notebook software toolbar** – provides tools for creating and presenting files
- 3 Menu bar** – provides text-based options
- 4 Side Tabs** – provide additional tools and features

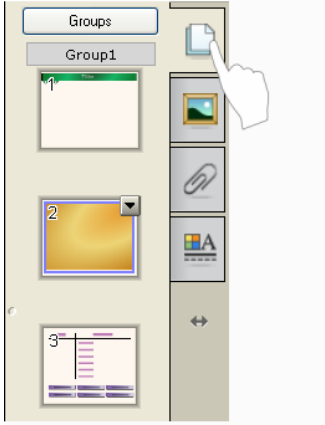
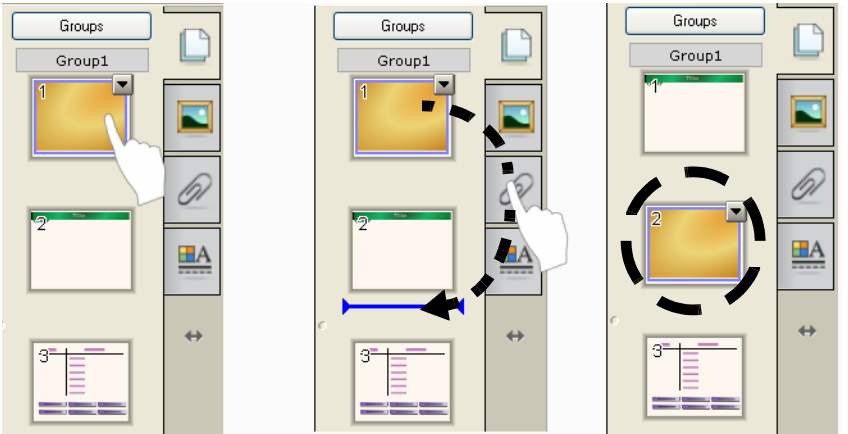
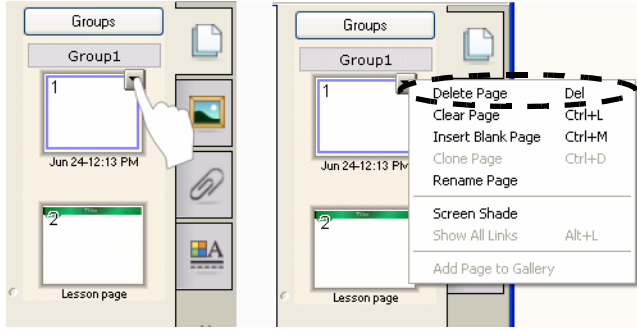


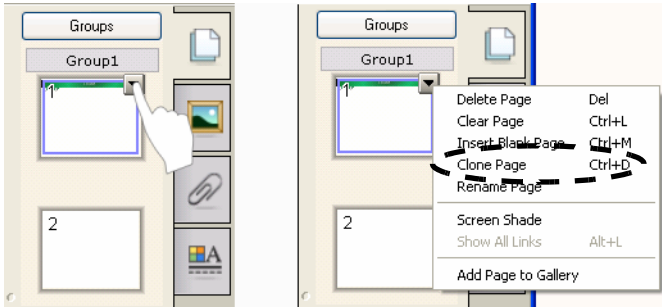
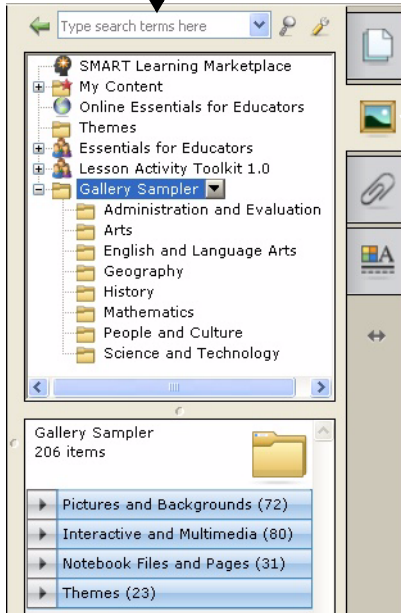
Action	Method
Add a blank page	
Navigate to the next or previous page	



## Organizing and enhancing pages

The Page Sorter tab lets you see an overview of all pages in the SMART Notebook file, navigate to a different page and reorder the pages.

Action	Method
See all pages	
Move a page	
Delete a page	

Action	Method
Duplicate an existing page	
Add learning objects from the Gallery	<p>Type search terms here</p> 

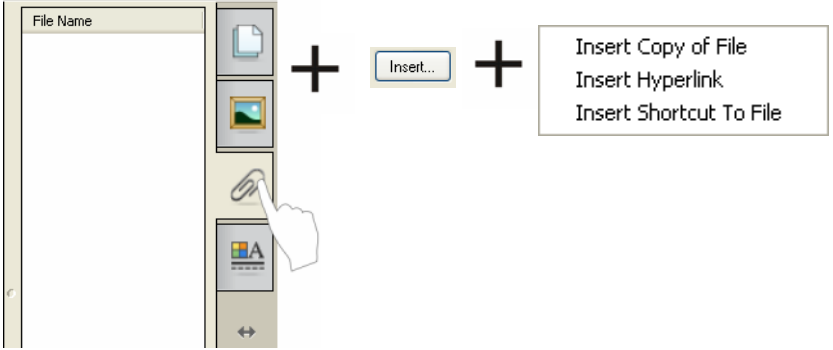
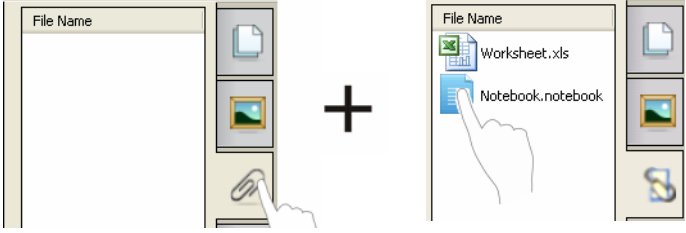
## Attaching external files and links

You can attach supporting documents, shortcuts and web links to a SMART Notebook file to keep your documents organized and improve the flow of your lesson.

There are three types of attachments you can add to a SMART Notebook file:

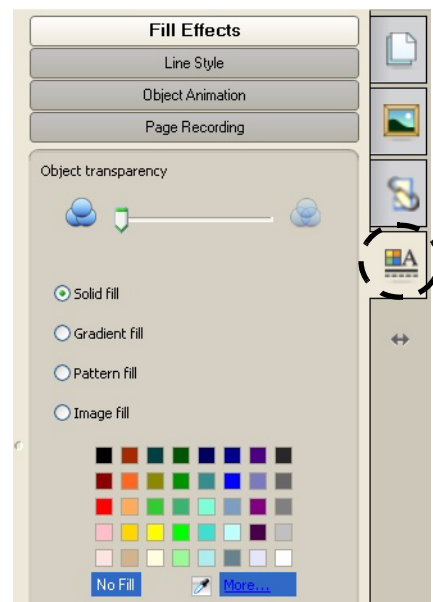
- **Copy of File** – stores a copy of the document in the SMART Notebook file
- **Shortcut to File** – stores the file path on your computer and minimizes the size of your SMART Notebook file
- **Hyperlink** – links to a website

You can access attachments by pressing the **Attachments** tab or a linked object on a SMART Notebook page.

Action	Method
Add an attachment	
Open an attachment	

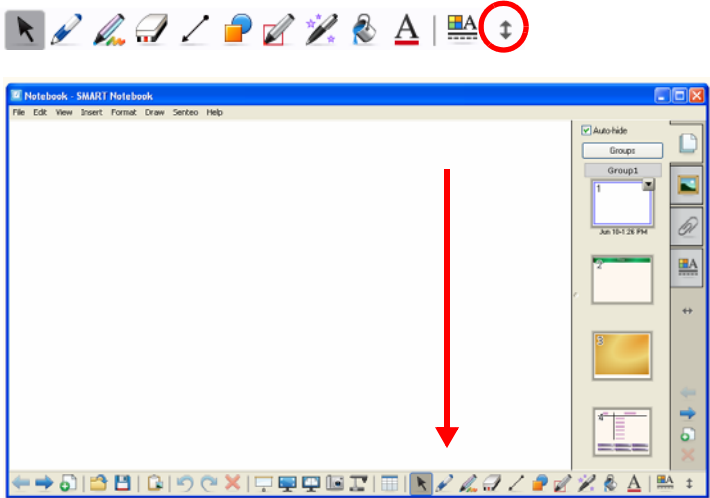
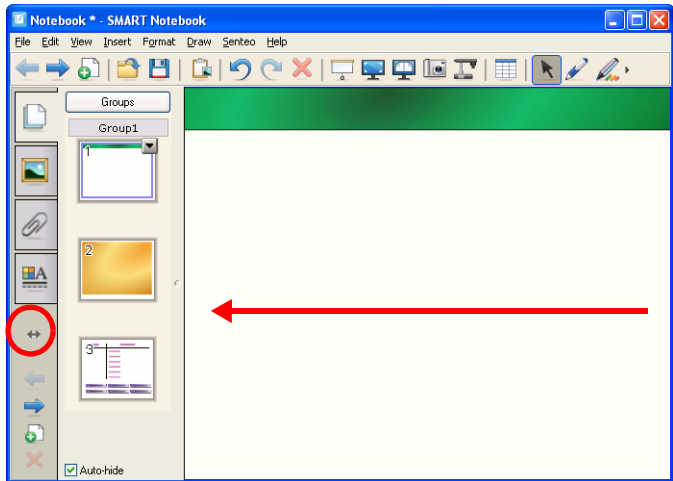

## Formatting objects


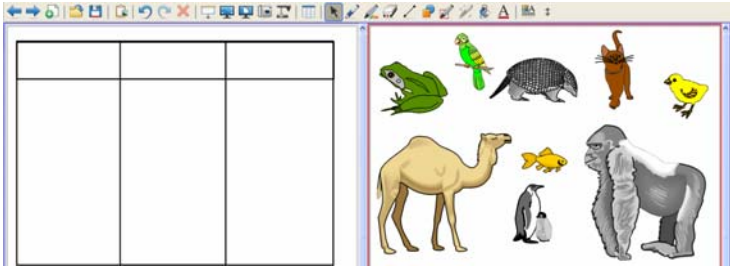
Anything you add to the SMART Notebook page is an object, including Gallery items or items created with a pen tool. After you add an object, you can format or animate it by selecting the object and clicking the **Properties** tab. The options that appear depend on the type of object that you selected.



## Customizing your workspace

You can customize the SMART Notebook software interface to suit your delivery style and classroom needs.

Option	Press
Change the toolbar location	
Change the Side Tab location	
Maximize work space	

Option	Press
View more than one page at a time	 

## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	Create a new SMART Notebook file
<input type="checkbox"/>	Add a new page
<input type="checkbox"/>	Use a Pen Tool to write your name on the first page
<input type="checkbox"/>	Add an object from the Gallery to the second page
<input type="checkbox"/>	Move the page with your name on it to the end of the SMART Notebook file
<input type="checkbox"/>	Attach a file
<input type="checkbox"/>	View both pages at once using Dual Page Display
<input type="checkbox"/>	Return to Single Page Display



# Working with objects in SMART Notebook software

## Introduction

Anything that you can select on the SMART Notebook page is an object. Each object can be moved, resized or rotated. You can also change additional properties depending on the type of object.

You can add an object to a page using the following methods:

- Typing text
- Drawing or writing in the work area
- Using the drawing tools on the SMART Notebook software toolbar
- Inserting content from the Gallery, your computer or the Internet
- Capturing an area of your screen with the Capture tool






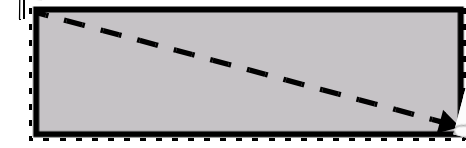








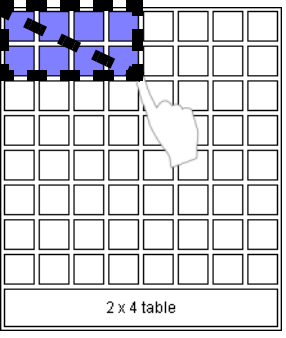
## Creating your own objects

The easiest way to create an object is to pick up a pen tool and write or draw on the SMART Notebook page.

You can also use the drawing tool buttons on the SMART Notebook software toolbar. You can customize most drawing tools by using the tool button's sub-menus.



Action	Method
Write or draw a freehand shape	

Action	Method
Erase your writing or drawing	 +  → 
Create a shape	 +  → 
Create a straight line	 +  → 
Create a text object	 +  → 
Create a table	 +  → 


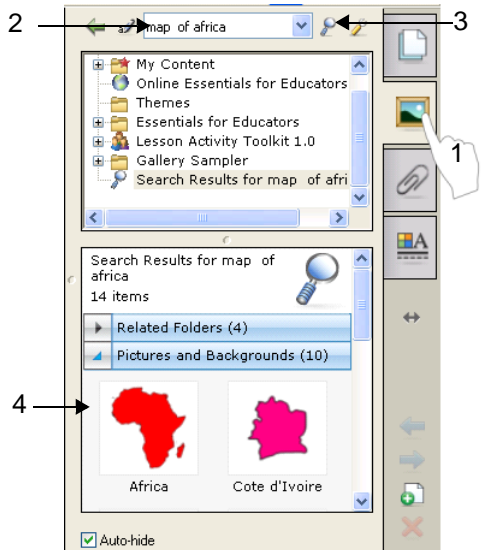
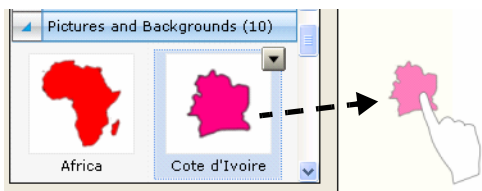


## Searching for Gallery objects

The Gallery contains thousands of images, pages, videos and Flash files that you can add to your SMART Notebook file. There are two ways to find content in the Gallery:

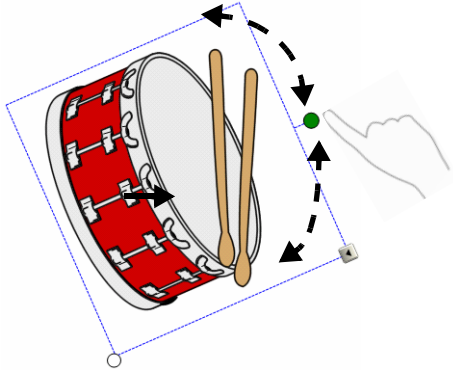
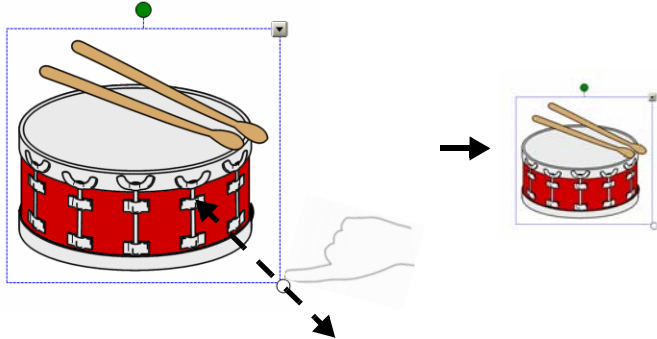


- Browse the Gallery collection folders
- Search by keyword

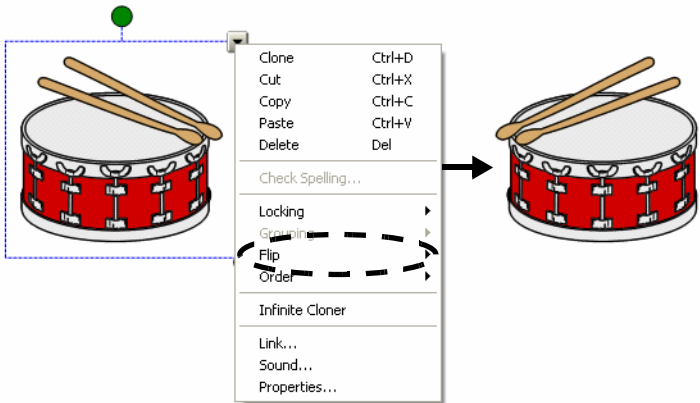
Task	Method
Search by keyword	<ol style="list-style-type: none"> <li>1 Open the Gallery tab</li> <li>2 Type a search term in the Search box</li> <li>3 Press  to begin the search</li> <li>4 Search results appear in the lower frame</li> </ol> 
Add a Gallery object to a page	

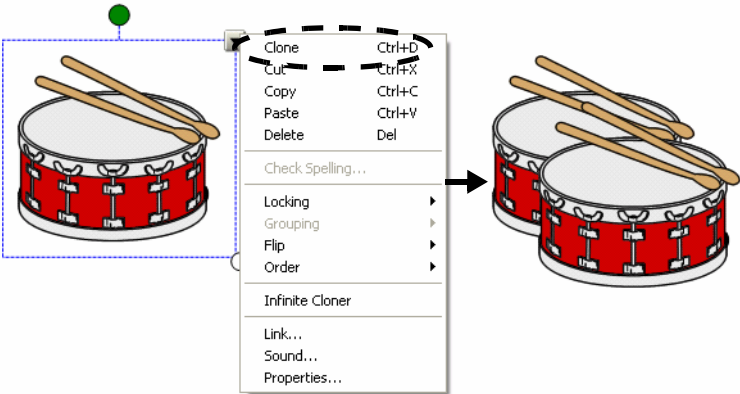
## Manipulating objects

Press or click an object to select it. Two handles and a drop-down menu arrow appear.

Action	Method
Rotate an object	
Resize an object	

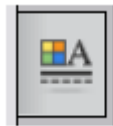
The object drop-down menu provides access to additional actions. Flip and Clone are examples of these actions:

Action	Method
Flip an object	

Action	Method
Create a copy of an object	

## Modifying object properties

The **Properties** side tab lets you make changes to an object. Using this tab, you can modify the following object properties:



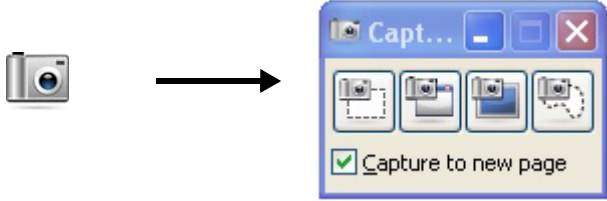
- Line style
- Text style
- Fill
- Animation





The options that are available in the **Properties** tab vary depending on the object that you have selected. If no object is selected, changes will affect the background of the SMART Notebook page.

Action	Method
Change object properties	<ol style="list-style-type: none"> <li>1 Select the object you want to modify</li> <li>2 Press the <b>Properties</b> tab</li> <li>3 Press the button for the property you want to change</li> <li>4 Select properties from the options provided. The changes are visible immediately.</li> </ol>

## Capturing an image

You can use the Capture tool to capture anything that is displayed on your screen and use it as an object in a SMART Notebook software file. When you press the **Capture** button, the Screen Capture toolbar appears.

Action	Method
Open the Capture toolbar	

Button	Captured image
	A rectangular area
	The active window
	The entire screen
	A freehand shape

The captured image appears in a new SMART Notebook page as an object.

You can access the *Screen Capture* toolbar when you are not using SMART Notebook software. Press the SMART Board icon in the Windows Notification area. Select **Other SMART Tools > Screen Capture Toolbar**.



## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	Create an object using each of the drawing tools found on the SMART Notebook software toolbar
<input type="checkbox"/>	Use the <b>Properties</b> tab to modify the color, line style and text style of the objects
<input type="checkbox"/>	Create a table with two rows and two columns
<input type="checkbox"/>	Find a map of your country using the Gallery search tool
<input type="checkbox"/>	Add the map to the SMART Notebook page
<input type="checkbox"/>	Flip, rotate and clone the map
<input type="checkbox"/>	Experiment with the other options found in the object drop-down menu

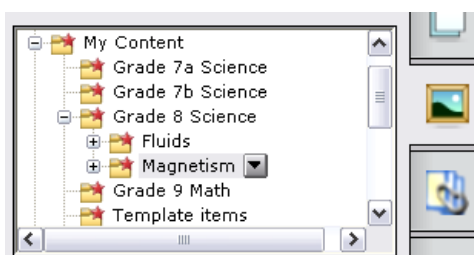


## Advanced SMART Notebook software features

### Enhance the appearance of your SMART Notebook file

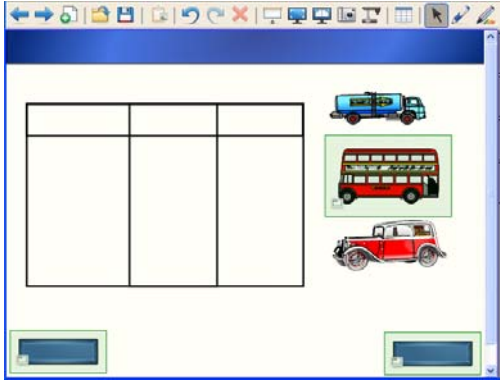

Feature	Function
Themes	Apply a consistent background to one or all SMART Notebook pages
Spell Check	Check text spelling
Alignment Guides	Align objects horizontally or vertically 
Fill Effects	 <div> <span><i>Solid</i></span> <span><i>Gradient</i></span> <span><i>Pattern</i></span> <span><i>Image</i></span> </div>

### Organize your work

Feature	Function
My Content	Add your own objects to the Gallery and save your favorite items 

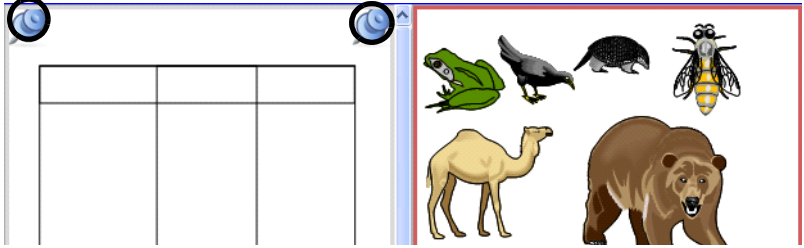

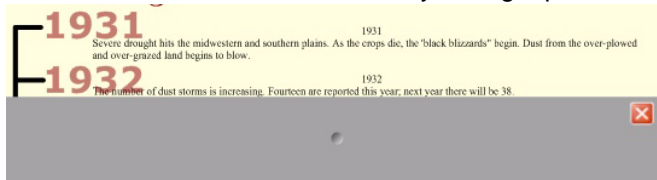
Feature	Function
Page Grouping	<p>Sort your pages into groups</p> <p>Add New Group <b>Hint: Edit your groups by using drag and ...</b></p> <p>Introductory Pages</p> <p>1 Welcom 2 Sign-in sheet 3 Trainer Intro... 4 Agenda</p> <p>Activities</p> <p>1 2 3</p>

## Integrate interactive media into your lessons

Feature	Function
Show All Links	<p>Highlight all linked objects</p> 
Animation	Spin, fade in, shrink
Page Recording	<p>Record and play back actions on a SMART Notebook page</p> <p>   Back    Pause    Play    Record </p>




## Present your SMART Notebook file

Feature	Function
Pin Page	Keep one page locked in place in Dual Page Display 
Magic Pen	 Create a Spotlight, Magnifier or write in disappearing ink
Screen Shade	Cover information and reveal it slowly during a presentation 

You can find additional information about these and other features in the SMART Notebook software Help file. To access Help, select **Help > Contents** from the menu bar.

## Hands-on Practice

Try the following tasks to test your knowledge	
	Create a two-page SMART Notebook file using three of the advanced features listed in this section




# Using SMART Tools effectively

## Introduction

SMART Notebook software includes several tools that enhance your use of the SMART Board interactive whiteboard. SMART Tools let you do the following:

- Access the tools that you use most frequently
- Focus attention on a particular area of the display
- Integrate multi-media files into your presentation
- Type text
- Configure the SMART Board interactive whiteboard

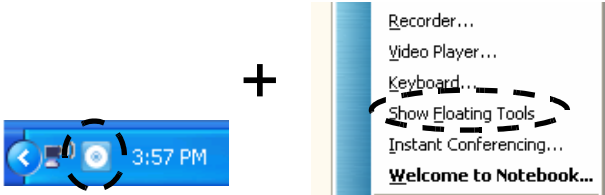
You can use SMART Tools while working with any application on the SMART Board interactive whiteboard. Click the SMART Board icon  in the Windows notification area to access the SMART Tools.

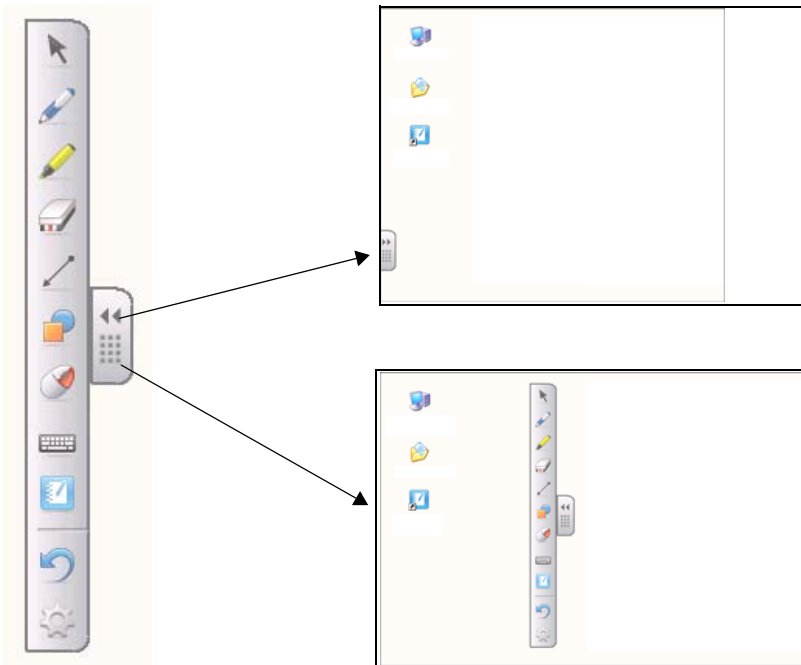
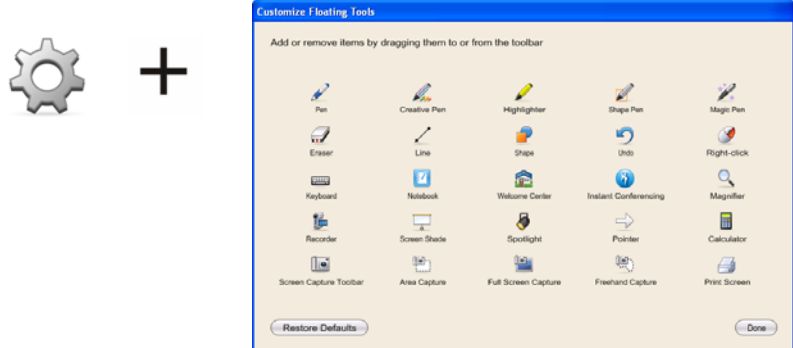
## Accessing frequently used tools

Use the Floating Tools toolbar to access the tools and features that you use most frequently on the interactive whiteboard.

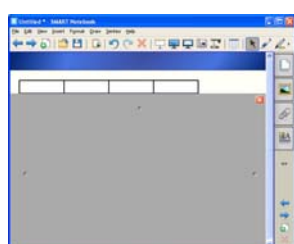
The Floating Tools toolbar floats on top of other applications and can be:

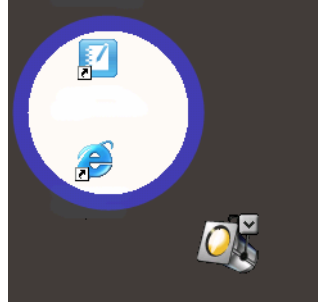
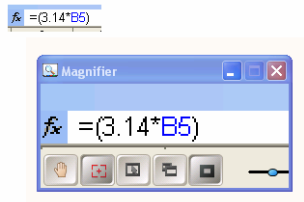
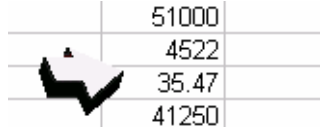
- Moved anywhere on the screen
- Minimized or hidden
- Customized to include the tools that you find most useful

Task	Method
Open the Floating Tools	



Task	Method
Hide, reveal and move Floating Tools	
Add or remove items to Floating Tools	

## Drawing attention to part of the screen


Tool	Function
Screen Shade	Gradually reveal information or hide text and graphics by dragging the shade vertically or horizontally 


Tool	Function
Spotlight	Draw the attention of your audience to a specific part of the screen 
Magnifier	Enlarge small text or images 
Pointer	Direct audience attention to an important piece of information 

## Configuring the SMART Board interactive whiteboard


Tool	Function
Control Panel	Configure a variety of software and hardware options 
Orient	Orient the image of the desktop on the surface of the interactive whiteboard 

## Integrating multimedia into your presentation

Tool	Function
Recorder	Record actions on the interactive whiteboard 

Tool	Function
Video Player	Play video files and write or draw over video 

## Typing text

Tool	Function
On-Screen Keyboard	Type or edit text in any application 

## Hands-on Practice

Try the following tasks to test your knowledge	
<input type="checkbox"/>	Launch and customize the Floating Tools toolbar
<input type="checkbox"/>	Experiment with two SMART Tools